STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE

☒ Conversion from PD format
☐ Update
☐ Informal Review
☐ Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Design Supervisor

Department: Transportation

Job Code Number: 173136

Division & Bureau:
Engineering Division/Highways Bureau

Job Code Title: Designer

Section & Unit:
Road Design Section

Pay Band: 06

Work Address:
Missoula District

Position Number: 51204

Phone: (406)523-5800

☐ FLSA Exempt ☒ FLSA Non-Exempt

☒ Non-Union ☐ MPEA ☐ Blue Collar

Profile Completed By: Dustin Rouse

Work Phone: 494-9636

Work Unit Mission Statement or Functional Description:

The Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of Preconstruction and Construction, Engineering Management, Research and five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes. Preconstruction functions are administered by the Highways, Right of Way, Bridge, Environmental, Consultant Design, and Traffic and Safety bureaus; and the Engineering Information Services Section.

The District in conjunction with the Highways Bureau is responsible for planning and developing the details of construction projects. This includes determining the location and design features, details, quantities and costs; conducting public meetings and working with local officials; and evaluating, approving and incorporating requested design modifications into the plans during the right-of-way acquisition and permitting phases. The Bureau is made up of diverse programs in the Road Design, Hydraulics, and Survey & Photogrammetry sections. The Bureau is also responsible for liaison of Tort Claims filed against MDT and CADD Visualization.

Describe the Job's Overall Purpose:

This position performs supervision, crew management, and complex engineering design work in the planning and design of roads and related facilities for a large number of projects of varying complexity on Montana's interstate, primary, secondary, and urban highway systems.

SECTION II - Major Duties or Responsibilities ***% of Time***

1. Duties and Responsibilities

a. PROJECT DESIGN AND GUIDANCE **50%**

Develop and deliver plan packages that meet MDT standards and project letting schedules to ensure that MDT meets program delivery goals and continued funding from FHWA by following MDT standard design practices.

1. Perform and direct the design of plan packages for construction of highway projects to meet MDT program delivery goals by using MDT Road Design Manual, MDT design standards, MDT Standard Specifications for Road and Bridge Construction, MDT policies and manuals, FHWA regulations and guidance, AASHTO and other nationally recognized organizations' publications, and other guidance; knowledge of engineering principles and practices; and transportation experience.
2. Make initial project design determinations to balance construction cost, constructability, safety, environmental, and context sensitive design issues by evaluating the needs for applying unique design or construction methods for projects in which no precedent has been set, and propose alternative design options or methods to the District Projects Engineer or District Preconstruction Engineer.
3. Compile project information to ensure plan package completeness and consistency by participating in and scheduling field reviews, plan reviews, and design decision meetings; requesting from and providing information to other functional design staff related to the project design; preparing design reports according to the Road Design Manual and OPX2 task schedule; attending public meetings and meetings with project stakeholders, local government officials, and other state and federal agency personnel. Prepare or oversee the preparation of the field review and plan review reports, the Scope of Work report, and Design Exception reports for the Highways Engineer's signature.
4. Coordinate design activities and services with other bureaus and sections to ensure that appropriate materials, right-of-way, hydraulic, structure, utility, traffic and safety, environmental, context sensitive, work zone safety and mobility, and other features are incorporated into the design by discussing identified and potential risk issues at key meetings and informally with design team members. Resolve design issues to produce plans that meet MDT's mission *"to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment"* by listening to and acting on concerns from design staff and design team members; using knowledge gained from training courses and conferences; applying lessons learned from past projects; and continually seeking improvement and efficiency in project design. Review surveys, design recommendations, field notes, correspondence, and reports to ensure that they meet the overall design objectives.
5. Participate in reviews and project plan inspections with Preconstruction, Construction, FHWA, and local and state agency personnel to reconcile different views and obtain agreement or acceptance of design solutions; write follow-up reports documenting decisions to optimize designs. Incorporate changes to plans into final plans package. Use experience and working knowledge of road design and construction along with negotiating skills.

6. Review construction plan packages and contracts to ensure the adequacy and feasibility of the plans based on site-specific conditions. This requires engineering assessments of the design through office and field reviews to coordinate and balance constructability and compliance with state and federal requirements and standards (such items as horizontal and vertical alignment, grades, topography and soils, drainage, cut and fill slopes, road widths, and safety features) while considering other project requirements and controlling factors (such as environmental documentation, utilities, right-of-way requirements, wetland and cultural sites, and other context sensitive solutions) in the plans. Ensure compliance with ADA and other regulations with all plans, including wheelchair accessibility, signal placement, crossing widths, slope ratios, etc.).
7. Develop and improve design standards, detailed drawings, standard practices and provisions to maintain design efficiency and optimization for Road Design personnel, other Preconstruction staff, Consultants, and contractors. Provide recommendations to the Road Design Engineer or Highways Engineer regarding policies and procedures.
8. Review and approve the design details of work performed by staff to ensure plan consistency and accuracy by providing technical expertise, guidance, coaching, and informal training to staff. Review and approve plan packages and cost estimates for completeness at milestone points in the design process using knowledge of the Road Design Manual and standard MDT design practices. Review and resolve problems with design staff and provide recommendations to design staff in problem designs.
9. Provide technical expertise at public informational meetings and public hearings to educate the public and stakeholders by answering specific questions dealing with design details and standards. Assist the public by providing information and answering questions regarding project design.
10. Assign, oversee, and assist in the calculation of typical sections and computed surfacing quantities, project alignments and grades, earthwork quantities, drainage and irrigation structures, guardrail, access, curb and gutter, ADA features, erosion control items, fencing, and other miscellaneous features necessary for project construction. Check plan and profile sheets, cross sections, summary sheets, and details. Write and/or check special provisions and other contract considerations. Prepare cost estimates and traffic management plans using transportation experience, knowledge of MDT design and construction practices, and expertise from other design team members.
11. Optimize designs to produce a balance between cost-effectiveness, context sensitivity, and constructability using engineering theories, principles, and practices; knowledge of constructability and context sensitive guidelines; advice from subject experts; knowledge of site complexity and constraints; and project purpose and need.
12. Apply innovative design techniques and construction applications to enhance project quality, cost effectiveness, constructability, or context sensitivity by using knowledge gained from research, training, design conference, and practices used by other state or provincial DOT's.

b. DESIGN CREW MANAGEMENT AND STAFF SUPERVISION 35%

Manage the district design section located in the District to produce consistent, accurate and timely road plan packages by guiding and supervising design staff, using project management tools along with supervisory and management experience.

1. Evaluate staff capabilities and assign work according to abilities and knowledge by understanding the level of expertise required for designing projects with varying levels of complexity; the amount of time necessary to complete design tasks; the number of projects assigned to the crew; and the scheduled completion time for each project. Implement work plans, methods and procedures, and monitor individual and design crew work flow.
2. Administer design activities to ensure efficient program operations, compliance with statutory responsibilities and related laws, and compliance with state and federal regulations by developing and administering policies of the design section;

recommending allocation of financial, capital, and human resources; implementing new policies, laws, and technology; and assessing the effectiveness of road design programs and services. This requires knowledge of the concepts and theories of public administration and highway design and construction practices; business administration, contract law and administration, and budget monitoring; the ability to plan and direct administrative activities, develop and organize procedures, and communicate effectively; skill in negotiation, project planning and administration, and organizing and reviewing the work of others.

3. Instruct staff in prescribed methods and work techniques by demonstrating proper work methods; providing manuals and guidelines; encouraging attendance at related training sessions; and ensuring access to the proper materials and equipment. Oversee staff's design techniques and applications to confirm compliance with standard design practices and standard specifications using knowledge of MDT standard practices and knowledge of engineering practices.
4. Monitor project development by using the OPX2 project management tools, the tentative construction program, project status meetings, and Division and District Administration guidance to ensure staff keeps project tasks on schedule. Update OPX2 according to established guidelines and participate in District Design Coordination meetings to ensure that assigned projects stay on schedule for project delivery within the current funding schedule. Coordinate with the District Projects Engineer and District Preconstruction Engineer on project status and performance issues.
5. Conduct staff meetings, assign personnel, disseminate data and information, and promote the exchange of ideas and information to support and advance MDT goals by using communication skills. Review time sheets for correct documentation of hours worked, leave taken, and project charges and approve time sheet and leave documentation to ensure proper reporting of federal expenditures and compliance with state and federal regulations. Determine initial eligibility for Family Medical Leave Act compliance.
6. Set performance standards and evaluate staff performance to maintain a healthy work environment and to enhance staff retention by regularly reviewing and discussing individual work quality, behavioral qualities, and general work performance by and conducting performance appraisals on a yearly basis.
7. Enforce discipline policies to ensure consistent application of disciplinary action by quickly reviewing personnel issues and providing coaching or elevating the issue to higher level management as appropriate. Evaluate work habits and recommend disciplinary action to the District Projects Engineer or District Preconstruction Engineer as necessary. Use knowledge of MDT and state personnel policies and procedures, employment law, collective bargaining agreements, labor relations, and personnel management practices and techniques.
8. Oversee records management to meet state and departmental retention and disposal requirements pertaining to project design documentation by providing direction and guidance to staff on records management, electronic data storage, and record transfer and archiving activities and policies. Ensure that design recommendations are complete and accurate and that project documentation meets FHWA requirements.

c. WORKFORCE RETENTION AND RECRUITMENT 10%

Train crew, departmental, and consultant designers on issues related to road design to ensure design consistency and compliance with state and federal laws and regulations by using experience, knowledge, research, and training materials.

1. Train and orient new employees, develop and recommend cross-training or rotational assignments to develop versatility among staff and enhance workforce retention. Instruct and train staff in prescribed methods and work techniques. Work with staff to see that sufficient on-the-job training is provided so that job skills and design abilities are continually improved. Serve as selection committee member to test, interview, evaluate

perspective employees and make hiring and promotion recommendations based on staffing needs. Work with staff to ensure their training and work assignments fit in their work plans for career ladder advancement.

2. Determine training needs of crew and MDT design staff and make recommendations. Provide on-the-job training as necessary using experience and knowledge gained from educational opportunities. Develop training plans, schedule training, develop training courses, and coordinate training opportunities to ensure design consistency and compliance regarding road design issues by using knowledge of existing training opportunities and training assessments, analysis of program effectiveness, new technologies and policies, and staff performance.
3. Coordinate implementation of state-of-the-art methods and equipment to ensure efficiency in highway construction plan development.
4. Conduct and/or participate in committees and special assignments for improving the operations of MDT using communication skills, experience, and knowledge gained through educational opportunities.

d. PROJECT REVIEW AND EXPERT GUIDANCE 5%

Review plans developed by other design areas, road design consultants, and systems impact consultants and provide expertise to MDT and other designers to ensure consistency in highway construction by following MDT standard design and construction practices.

1. Review plans from outside the crew as assigned to ensure consistency and constructability by using knowledge of current MDT design and construction practices and knowledge of current state and federal laws and regulations.
2. Provide guidance and technical expertise to MDT and consultant designers, other departmental agencies, and local governmental officials to share knowledge and assist in design issues related to general road design issues using experience, knowledge gained from research, training, design conference, and practices used by other state or provincial DOT's.
3. Maintain knowledge of current state and federal laws and regulations, MDT design and construction practices, and state-of-the-art techniques especially related to road design issues to ensure compliance by researching and participating in applicable training and conferences related to road design issues.

Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position include:

Horizontal and Vertical Alignment Development

As Design Supervisor it is necessary to assist and train designers in development of the most appropriate horizontal and vertical alignments at the early stages of the project life. Quality alignment selection is not only essential to the proposed roadway's construction but also the roadway's function upon completion. Design Supervisors are responsible for assisting Designer's in the proper use of reference manuals as well as teaching Designers to make project specific decisions that may deviate from guidance given in manuals based on any combination of the following:

- Safety
- Context Sensitivity
- Projected Traffic Volumes and Vehicle Types
- Economics
- Driver Expectations
- Constructability
- Right of Way Impacts
- Environmental Impacts

- Hydraulic Requirements
- Maintenance
- Public Input

Guidance is often vague, incomplete, or contradicts other guidance received by Designers. When this is the case, it is necessary for the Design Supervisor to help select and teach Designer's how to select the option or compromise that will provide the greatest overall value to the public.

Project Delivery/Workload Balance

Design Supervisors are responsible for on-time project delivery. To effectively complete this task it is crucial that the Design Supervisor understand the abilities of employees on the crew as well as each employee's workload and then distribute projects/tasks accordingly. When early delivery of projects is required (i.e. earmarked funds) the Design Supervisor must understand the rate of production and quality of work associated with each designer. It may be necessary for the Design Supervisor to break projects into smaller tasks that do not overlap so these can be distributed to several designers at the same time to assist in early project delivery.

Coordinate with Other Bureaus/Sections

Design Supervisors coordinate activities with other Bureaus/Sections to assist in quality designs. Recommendations are often provided by technical experts of other Bureaus/Sections and it necessary for the Design Supervisor to verify that these recommendations are properly incorporated into the plan packages. When deviations from the initial recommendations are needed, it is required that the Design Supervisor work hand in hand with the other technical experts to justify the appropriate action is taken.

Project Estimates

Design Supervisors are responsible for approving preliminary estimates developed by Designers as well as training Designers in the proper decision making when developing preliminary estimates. To properly perform this function it is necessary that the Design Supervisor be up to date on the estimating software currently used by the Department. The Design Supervisor must also be able to explain to the Designers the use off past bid history for selection of comparable bid prices using quantities and geographical locations to provide the most accurate estimate possible.

OPX2

Design Supervisors must be able to understand and operate OPX2 to assist in on-time project delivery. Input from the Design Supervisor concerning Designer abilities and workload is required when setting the initial project overrides. Design Supervisors must be able to status project activities, track the status of activities associated with other Bureaus/Sections to plan workloads taking into account when necessary information will become available to designers, as well as understanding the general concept of project float when setting Designer priorities.

Technical Expertise

Design Supervisors are technical experts for their crew as well as the department concerning Road Design issues. It is the role of the Design Supervisor within a crew to not only know what Design practices need used during design, but also the reasoning behind these practices to assist in the training of Designers and CE Specialist. The Design Supervisor must understand when deviations from standard practices are required and be able to fully document these deviations and the reasoning behind them. When the Department is planning to make changes concerning policies, software, reference manuals, and special provisions it is often Design Supervisors that are requested to provide input. Design Supervisors may also be selected to assist in the Value Analysis Process to provide input concerning the cost effectiveness of Designs, as well as evaluating the recommendations that come out of the Value Analysis Process and determine whether to implement the recommendation, partially implement the recommendation, or justify why not to implement the recommendation.

Manage/Supervise Design Crew

As a member of Management in the Department it is necessary that the Design Supervisor be able to handle day to day supervisory responsibilities. These include but are not limited to the following:

- Dealing with Pay/Timesheet Issues
  - Project Charge Numbers and Coding
  - Comp Time/Overtime Targets
  - Per Diem Rates for Lodging and Meals
  - FMLA Documentation and Applicability
- Personnel Issues
  - Work Schedule Adherence
  - Professional Conduct
  - Conflict Resolution
  - Performance Appraisals
- Disciplinary Action
  - Nonbiased Documentation Using Observations Not Assumptions
  - Setting Corrective Action Plans
  - Follow-Up Concerning Corrective Action Plans
  - Determining and Escalating Issues to the Proper Level

Manage Project Construction Costs

Each crew is responsible for the design of several large construction projects. Estimated costs can overrun as a result of design recommendations from the different functional areas. The design supervisor must determine if the recommendations and associated costs are justified, or if there are other possible solutions to present to the design team that might save money. For example, cost overruns due to surfacing costs: A reconstruction project had a typical section with a thick gravel lift. Suggestions were to try a concrete treated base (CTB) section in order to reduce gravel thickness. The design supervisor suggested to use special borrow with a high resistance-value to reduce gravel quantity. This was accepted and the savings were over 2 million dollars from what had been previously estimated.

The most complicated aspect of this position is:

The most complicated aspect of this position is the constant change of tasks throughout the day and the varying complexity and type of skills applied to each. Design Supervisors typically take on the more complicated designs assigned to the crew while assisting Designers with their project specific issues. These issues often require the Design Supervisor to provide technical expertise and engineering judgment to find a balance between conflicting guidance and recommendations received from reference manuals, public input, and other Bureaus/Sections. It is necessary to document this information and request Design Exceptions for deviations from standards. In addition, the Design Supervisor is required to assist in the professional development of Designers with varying personalities and educational levels. It is necessary for the Design Supervisor to evaluate the need for professional development with training courses offered and project delivery. The Design Supervisor must understand Department policies and make certain employees know and understand what is expected. These are just some of the tasks Design Supervisors are required to deal with and it is common to deal with all these and more throughout each day. The Design Supervisor must also balance time and attention between keeping projects and tasks assigned to him/her on schedule, providing help and guidance to staff on the crew, and staying current with policies, guidelines, procedures, and software changes.

Guidelines, manuals, or written procedures that support this position include:

- **MDT Road Design Manual**
  - Contains road design information for the majority of design issues. It is not intended to present all information. Design Supervisors must use other manuals and engineering judgment for unique situations.
- **MDT Standard Specifications for Road and Bridge Construction**
  - Presents work methods and materials approved by the department for the construction of road, traffic, and bridge projects.
- **Partnership Agreement between FHWA and MDT**
  - Gives the details concerning the agreement between FHWA and MDT concerning federally aided projects.
- **MDT Detailed Drawings**
  - Provides details on various design treatments that are consistent from project to project.
- **Design and Policy Memos**
  - Memos documenting changes in department policies and practices.
- **MDT CADD Standards**
  - Contains Department criteria for accessing cadd software; creating, editing and referencing files; description and application of commands; element placement and usage; cell management; and plotting.
- **Geopak Users Manual**
  - Provides guidance concerning the application of commands associated with the Geopak software used by the department to assist in the development of horizontal alignments, existing ground and design profiles, super elevation, existing ground and proposed cross sections, construction limits, earthwork calculations, and plan and profile sheets.
- **Manual on Uniform Traffic Control Devices**
  - Provides nationwide criteria for selection, design and placement of all traffic control devices.
- **AASHTO: Roadside Design Guide**
  - Discusses nationwide policies, practices and criteria for roadside safety along highways and streets.
- **AASHTO: A Policy on Geometric Design of Highways and Streets**
  - Discusses nationwide policies, practices and criteria for the geometric design of highways and streets. This manual is also known as the AASHTO Green Book.
- **AASHTO: Guide for the Planning, Design, and Operation of Pedestrian Facilities**
  - Discusses nationwide policies, practices and criteria for pedestrian facilities.
- **AASHTO: Guide for Development of Bicycle Facilities**
  - Discusses nationwide policies, practices and criteria for bicycle facilities.
- **HCM: Highway Capacity Manual**
  - Provides nationwide criteria for performing capacity analysis for highway projects.
- **ADA Accessibility Guidelines for Buildings and Facilities**
  - Provides nationwide accessibility criteria to design facilities for individuals with disabilities.
- **Montana Code Annotated**
  - State laws that must be adhered to.

The Design Supervisor must be aware of the information contained in all of these different sources and determine which apply to particular situations. There may be times that different guidance from one source will conflict with that in another source, and the Design Supervisor must decide which source to use. There are other times that the guidance cannot be followed in a certain instance, and the Design Supervisor must decide whether to request an exception to the process, or make significant changes to the design.

The following duties and/or specific tasks listed under 1 above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Essential functions of Design Supervisors are as follows:

- Provide technical expertise for Road Design issues within the Department.
- Provide guidance and training to Designers within the Department.
- Oversee project development to ensure adherence to MDT standards and policies.
- Review plans for accuracy, consistency, and cost effectiveness.
- Manage and supervise one of the district ROAD design crews.
- Evaluate staff workload and abilities to properly distribute tasks to assure timely delivery of road plan packages and to keep staff appropriately challenged.
- Coordinate design activities with other Bureaus/Sections to assure thorough design incorporating recommendations received.
- Use engineering judgment to select option with the greatest benefit to the public when unique situations are encountered on projects or discrepancies between reference manuals are encountered.
- Attend and participate in field reviews.
- Communicate expectations for job performance and convey information to crew staff.
- Maintain the technical skills and knowledge necessary to complete assigned projects.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- **Mobility:** Design Supervisors must be able to traverse steep grades and rough terrain when participating in field reviews.
- **Sight:** Design Supervisors must be able to view work being completed. Designers' monitor and plan sheets during design phase of projects.
- **Communication:** Design Supervisors must be able to communicate effectively using verbal communication, writing, email, and phone.
- **Other:** Sitting for prolonged periods, working on the computer all day, and long travel distances and doing field inspections over a several day period.

MENTAL

- **Stress:** Design Supervisors must be able to handle stresses associated with project delivery deadlines and varying employee skills and personalities, from managing staff problems, and controlling emotions.
- **Rationalize:** Design Supervisors must be able to rationalize design decisions and information received from Designers.
- **Problem Solve/Engineering Judgment:** Design Supervisors must be capable of using available information to determine design options that provide the greatest benefit to the public.
- **Assertiveness:** Design Supervisors must be assertive and willing to state issues or ask questions that are necessary to develop consistent, accurate and timely road plan packages. Design supervisor must also be assertive when dealing with personnel issues among crew members.

- **Computer Use:** Design Supervisors must be capable of operating and training Designers in the use of the Department's computer software.
- **Mathematic:** Design Supervisors must be able to perform complex mathematical calculations typically dealing with Geometry and Algebra. The Design Supervisor must also be able to understand the principles and calculations associated with basic Calculus and Statistics when examining unique situations.
- **Self Improvement:** Identifying personal weaknesses and consciously working on improving those weaknesses, such as communication skills.

Does this position supervise others? ☒ **Yes** ☐ **No**

Number directly supervised: 3
Complexity level of the positions supervised: Bands 4, 5, 6
Position Number(s) of those supervised: See organizational chart

This position is responsible for:

☐ Hiring ☒ Recommends Termination ☒ Supervision ☐ Pay Level
☒ Performance Management ☒ Promotions ☒ Discipline
☐ Other:

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE: Requires a thorough knowledge of a broad range of highway engineering design concepts and applications and road construction processes and procedures; of MDT and federal standards and guidelines regarding road design and construction and the applications and procedures of computer-assisted software to the design process.

SKILLS: Requires skill in the use of engineering office instruments, equipment and computers. Requires the ability to establish and maintain effective working relationships with employees, other agencies, and the public; to communicate effectively orally and in writing; to coordinate activities of subordinates ensuring that completed work meets standards of quality, timelines, and cost; and plan, select or devise methods and procedures to stimulate work flow; to apply portions of engineering and construction knowledge to a wide range of projects from simple to complex to unprecedented innovative professional design assignments; to interpret and apply a broad range of site-specific data, collate that information with other technical recommendations and adapt or extend unprecedented design concepts in order to finalize designs.

Behaviors required to perform these duties:

CUSTOMER ORIENTATION/SERVICE
Creates an atmosphere in which timely and high quality information flows smoothly between self and customer. Encourages open, honest and constructive expression of ideas and opinions. Demonstrates active listening skills. Uses appropriate body language. Seeks to understand others' viewpoint. Analyzes the customer needs and adjusts to the perspective of the customer, when appropriate.

DECISION MAKING
Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes**.** Challenges the status quo by taking calculated actions in complex, ambiguous, contentious or hazardous situations to force an issue or set a direction.

PERSONAL ACCOUNTABILITY AND OWNERSHIP
Takes pride in the job. Actively engages in professional self-development opportunities. Accepts individual responsibility for all actions taken.

LEADERSHIP
Shares information, feedback and knowledge (two-way communication) with key persons inside and outside of the organization to ensure successful project outcomes and/or improvement. Includes training, teaching and coaching others. Actively steps into a leadership role.

ETHICS
Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions or needs.

FLEXIBILITY AND ADAPTABILITY
Accepts change as a healthy and normal part of growth. Receptive to new information and recognizes the validity of various viewpoints; sees situations objectively. Responds positively to changes in direction and priorities, responsibilities or assignments. Adjusts to multiple demands, priorities, ambiguity and change positively. Works effectively within a variety of situations, individuals or groups.

TEAMWORK
Works cooperatively with others as part of a team as opposed to separately or competitively.

CREATIVITY AND PROBLEM-SOLVING
Generates ideas, fresh perspectives and original approaches; open-minded. Uses creativity and originality when problem-solving. Goes beyond traditional ways to address issues and problems.

Education:
Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- ☐ No education required
- ☐ High school diploma or equivalent
- ☐ 1-year related college/voc. training
- ☐ Related AAS/2-years college/vocational training
- ☒ Related Bachelor's Degree
- ☐ Related Master's degree

Required/Acceptable: Civil Engineering

Related: Construction Engineering Technologies; other engineering degrees such as Engineering Science, Geological Engineering may be considered after a review of course work

Experience:
Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- ☐ No prior experience required
- ☐ 1 year
- ☐ 2 years
- ☐ 3 years
- ☒ 4 years
- ☐ 5 or more years

Other specific experience:
Bachelor's degree in Civil Engineering or a related field; plus 4 years of progressively responsible direct highway design experience, including at least 2 years as a designer. One year of supervisory experience required.

Alternative Qualifications:
This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:
Other combinations of education and/or experience may be considered, in addition to the required one year of supervisory experience.

SECTION IV – Other Important Job Information

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: Sandy Dorsett_____ Title: Design Supervisor _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: Shane Stack_____ Title: District Preconstruction Engineer _____

Signature: _____ Date: _____

Division/District Administrator:

Name: Ed Toavs _____ Title: Butte District Administrator _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe Administrator, Human Resources Division

Signature: _____ Date: _____